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GOVERNMENT OF RAJASTHAN

**DISTRICT MANUAL VOL. II**  
**(RECORDS)**

**JAIPUR**

Printed at the Government Central Press

**1958**

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## DISTRICT MANUAL (RECORDS)

### CHAPTER I

*Definition*—The Manual shall be called Rajasthan District Manual (Records) and shall come into force with immediate effect

2 *Repealing old Rules or Hidayats*—All previous rules or Hidayats relating to the matters, which are provided for in these rules, are hereby repealed. The rules to govern the procedure on these matters have been laid down in General Rules (Criminal), 1952 for the guidance of the Subordinate Criminal Courts and shall be followed

3 *Class of files admitted*—The District Record Room shall contain the following records—

- (1) Criminal Case work files
- (2) Revenue Case work records
- (3) Revenue Records
- (4) Revenue Accounts
- (5) Establishment and Office Accounts
- (6) Records of miscellaneous proceedings
- (7) General files and records

The records of Civil Courts do not, however, as a rule come into the District Record Room

4 *Establishment*—The duty of the establishment is to receive, check, issue, restore, weed and destroy weeded records. All the records will be arranged on the steel racks vertically i.e. side by side on edge and not horizontally i.e. filed up on top of one another

5 *Supervision of the records*—Subject to Government orders fixing the scale of establishment, the charge of the establishment and General Supervision of the records will rest with the Collector of the District. It is essential that the Superintendent or Official In-charge of the records and his assistants be kept strictly to their proper duties. The Superintendent or the Official Incharge should himself be required actively to direct and supervise all the current business of receiving and issuing records, and he should himself take a considerable share in this work. He should not be allowed to spend an

undue proportion of his time in writing reports, and officers should not call upon him for reports about particulars of the previous cases, but should require the parties to a case to file necessary copies. If any officer wishes that any file should be examined or any particulars of its contents be furnished he should depute some member of his ministerial establishment for the purpose and the official, so deputed should be allowed to examine the files in the record room under the supervision of the Superintendent or Official Incharge. In the District Record Room transfer should not be too frequent. Experienced hands should be posted as far as possible. The Collector should insist that no undue requisition for files is made on the Records Officer. Any court or officer continually infringing this rule should be brought to the notice of the Collector.

*6 Control and inspection of record room*—The control of the District Record Room and the ultimate responsibility for its good working rest with the Collector. The duty of exercising constant supervision over the record room should, where practicable be made over in each district to Assistant Collector, who will then be specially responsible for the proper performance of the work. The officer in-charge of the records should make a complete inspection of all the records registers and examine the work of the establishment both permanent and temporary every quarterly. For the guidance of the inspecting officer a questionnaire has been drawn up and added as Appendix A. The inspecting officer is at liberty to direct his attention to such question only as he may desire or to go beyond the questionnaire if he wishes. He should send his inspection report to the Collector for information. On return from the Collector the inspection note should be kept in a file by the Superintendent or Official Incharge records.

(a) The doors of the record room and its ante-room shall be supplied with proper locks

The officer-in-charge Records shall be responsible for the opening and closing of the record room the keys of which shall after office hours be placed by him in the box provided for the purpose. The key of the box shall remain with the officer commanding the treasury police guards.

(b) The entry to the record room shall be by one door only. The only persons who shall be allowed to enter the record room are those who have duties to perform in the record room, viz. the revenue authorities the record room officials and any other official under direction or order of a revenue officer.

(c) The entry to the ante-room shall also have one door only, and no one shall be allowed to enter this room unless he has some official business or unless he is inspecting a record under Chapter III. No one shall be allowed to inspect records under that Chapter except in the ante-room.

*Note*—If there is any record room to which no ante room is attached the Collector will no doubt be able to arrange that a portion of an adjoining room be railed off for the purpose. It is quite necessary at all events that the copying should be done in a separate room or in a portion of the room railed off for the purpose. Commissioners are requested to see that some suitable arrangement is made.

(d) The Officer-in-charge shall visit the record room at regular intervals, and on each occasion shall examine some part of the record room work, noting the same and the result briefly in the prescribed inspection diary which he shall submit for the information of the Collector at such intervals as the Collector may prescribe.

(e) The Officer-in-charge shall open out and examine the contents of some of the Bastas. In doing this he shall compare several of the files in the *Basta* with the *Basta* list and also with the general register. A certain number of *Bastas* should be examined from each other of the parganas within 12 months, so that the examination of *Bastas* shall extend over portions of the whole of record room during the year. In examining the records in *Bastas* the Officer-in-charge should devote particular attention to the cases relating to Miscellaneous Revenue demands in order to see that Government dues have been collected and credited into the Treasury.

(f) Should it be found that the records of any record room are likely to be injured by the dampness of the room or owing to want of proper protection against the needless exposure to weather the Collector should make proposals for removing this defect.

(g) For the preservation of bound books and other record which are only required on rare occasions, the Collector should instruct the Officer-in-charge of the record room to make periodical inspection of such books and records and to take out at once for repairs any which shows signs of damage. All records of the kind, even though they show no signs of damage, should be periodically exposed to the air. The Collector should make the charge and custody of such books and records both English and Vernacular, the particular duty of one of the subordinate hands in the record room.

7 *Monthly report of work done*—The Superintendent or the Official Incharge of the records should submit a statement in the

following *pro forma* to the Officer-in-charge of the records in the first week of the following month under report. The maintenance of Diaries of the work performed by each clerk in the record room may be ordered, if necessary by the Collectors

*Statement showing the work done in the records during the month 195*

Total Number of files received during the year upto the end of the last month	Number of files received during the month	Total of C. items* 1 and 2	Number of recorded files issued during the month on requisition
1	2	3	4
Number of files weeded during the year upto the end of the previous month	Number of files weeded during the month	Total of C. items* 1 and 2	Remarks
5	6	7	8

8 *Arrangement of files before they are sent to records*—In the arrangement of the records there are two operations, viz. (i) the compilation of the files and (ii) the placing of files in their proper places in the record room. The compilation of files is done by the clerk dealing with the cases before it comes into the record room. A statement of the common omission and errors as per *pro forma* appended as Appendix 'B' must be used. In the records files are received both from English and Hindi sections

9 *Compilation of files*—Following procedure relates to the compilation of files—

*English Files*

10 Correspondence portion and note portion of the file should be kept separately. The note portion should be kept after the correspondence portion. The correspondence portion of each file should be numbered—no paging number is to be given on blank sheets. Similarly the note portion should bear consecutive paragraphs and page numbers. The number of pages of the note portion and correspondence should be indicated on the title page at the space provided for them

11 Relevant files should be carefully counter-marked i.e. previous and later file numbers, if any, should be given on the title page for further references

12 While closing the file, care should be taken to see that all the communications dealt with on the files are available on the file. If any communication has been returned in original or sent to some other section a note to that effect may be made in the proper place.

13 All the diary numbers of the recorded files should be properly marked in the columns of backward and forward chain. Against the last diary number the word 'Recorded' should be entered in the column of movement with date of recording. File number may be given against the last diary number.

14 The Superintendent or Officer-in-charge should see that no section ordered or suggested has been overlooked, that the papers in the recorded file are complete and they include no irrelevant paper or papers belonging to other files. Following papers should be removed before consigning the files to the record —

- (a) Reminders if they have not been dealt with in the noting and do not contain explanation of delay
- (b) Rough copies of fair draft
- (c) Proof of finally printed papers
- (d) Unnecessary brown covers
- (e) Office slips tags and pins

15 Before the files are actually sent for consignment to record, an endorsement to the effect "No action remains, case may be recorded" may be given at the end of the notes under the signature of the Office Superintendent.

### *Hindi Files*

16 Papers which form part of the same case or proceedings (Misal) should first be brought together. The leaves which composed it should be numbered according to the date on the other corner of each leaf and should be tied with thread and have an index on a separate sheet attached to them. English notes and judgments or decisions should be placed separately in envelopes of strong papers and the envelopes attached to the file in their proper places.

17 The index should show prominently the name and number of the village, the nature of the case and the date of the final order. It should also give the designation and date of the paper composing the file, each entry being marked with a number corresponding with that borne on the outer corner of the leaves of the paper. The list should be totalled, closed and signed where closed so as to prevent future additions any addition necessary to be made by the record.

department being made in Red Ink. The preparation of the Index and the arrangement of the file should be very carefully attended to by the clerk concerned as mistakes in them throw considerable work on the record room establishment

18 The file of every case belonging to the vernacular office even if the case consists only of single application must have an index on which shall be entered a list of all papers belonging to the file. This will not be necessary in the case and files excluded from the record room *vide* Rule 20

19 (a) The list must be drawn up as belonging to A, or A or B files where there are two parts in the proper column of the Index

(b) In Revenue Cases there shall be two files, viz A & B and shall as far as is permitted by the nature of the case contain—

(1) Index of papers

(2) The order sheet or chronological abstract of orders

(3) The plaint petition application, appeal or other paper originating the case with any annexures thereto

(4) The written statements and pleadings of the parties

(5) Applications of third parties with orders thereon

(6) Record of points at issue with amended or additional issues, if any

(7) All documents received as evidence, with list thereof, including maps, pedigree-tables and any documents prepared under standing orders or by order of any officer dealing with the case. Copies of judgments, decrees or orders of Lower Courts and Offices

(8) Record or oral evidence

(9) Reports from office, record department, subordinate officers or other persons with the proceedings, depositions and documents submitted therewith

(10) Application to refer to arbitration, the award or other final return of the arbitrators with the proceedings, depositions and documents submitted therewith, and any application to set aside the award with orders thereon. Application for issue of commissions proceedings held thereunder and reports of Commissioners with annexures thereto

(11) Instrument of partition, withdrawal, compromise, or confession of judgment

(12) All notes or papers in the handwriting of the officer dealing with the case

- (13) Application for and orders of arrest or attachment before judgment with all documents relating thereto
- (14) The judgment or other final order
- (15) The decrees and all documents relating to the preparation or amendment thereof
- (16) List of connected files
- (17) Application for review of judgment or order or for a new hearing with orders thereon
- (18) Judgments, decrees and orders of appellate court, if any
- (19) Receipts and *dakhilas* for money credited or disturbed and for documents returned
- (20) Reports of execution and acknowledgment that the final order has been carried out
- (21) Notices issued against defendants, with report and statement of process-server in cases in which an *ex parte* decree has been passed
- (22) Notices of ejectment
- (23) Diary of process fees
- (24) Warrant of attachment or of possession or arrest List of property attached, notices and warrants of sale (together with proceedings resulting therefrom)
- (25) All orders passed in execution proceedings with all applications, objections, writs of which service has been effected, notices, reports and returns relating thereto, and all receipts and acknowledgment filed in such proceedings

*Note*—Notices issued in objection proceedings against other parties and witnesses, with applications, giving list of witnesses need not be brought on file 'A'

- (26) Special powers of attorney with permission to institute execution proceedings or recover decree money

File B shall contain all papers not included in file A

19 (c) Similarly in Criminal Cases A file shall contain the following papers --

- (1) Record of statement of confession (Section 164), plea (Section 271) and examination (Sections 342 and 364 of the Code of Criminal Procedure, 1898 of the accused)
- (2) Proceeding on which cognizance was first taken, police report, etc, (Section 190)

- (3) Charge and altered charge
- (4) Order consenting to the withdrawal or stay of charge  
(Section 340 and 494)
- (5) Sentence
- (6) Record in summary trial
- (7) Heads of charge to jury
- (8) Verdict and amended verdict
- (9) Record of opinions of assessors
- (10) Record of proceedings under section 310
- (11) Record of composition of an offence (Section 345)
- (12) Record of evidence
- (13) Judgment
- (14) Copy of High Court's order regarding a sentence of death (Section 379)
- (15) Warrant or other paper returned on execution of sentence
- (16) Copy of order convicting a sentence or suspending the execution thereof, or remaining punishment
- (17) Petition of appeal or application for revision
- (18) Copy of judgment or order in appeal or revision
- (19) Certificate of judgment or order in appeal or revision
- (20) Commission with return thereto and deposition
- (21) Deposition of Medical witness
- (22) Report of Chemical Examiner
- (23) Proof of previous conviction
- (24) Order for disposal of property (Chapter XLIII)
- (25) Order of transfer
- (26) Order Sheets
- (27) General Index
- (28) Treasury receipts
- (29) File of Exhibits including indexes of exhibits
- (30) Bonds under Section 106, 107, 108, 109, 110 and 562 of the Code of Criminal Procedure
- (31) Paper relating to the identification of the accused person in the jail or elsewhere
- (32) Papers relating to the identification of stolen property
- (33) Map of the locality placed on the file of a case

PART B—shall include every other paper in the record unless, for reasons to be stated thereon in writing, the court orders any such papers to be placed in Part A

In any case, in which a proceeding belonging to Part A and a proceeding belonging to Part B, are recorded on one and the same paper, the paper shall belong to Part A

20 *Papers which need not go into the Records room*—(a) All files which are to come into the record room must be arranged in accordance with the above rules. There is, however, a large number of general papers which are excluded from the record room. In these cases it is not necessary to prepare an Index and the paper should be arranged datewise and disposed of by the clerk in-charge in the section or department in the manner laid down in column 2 of the list referred below. The destruction should be carried out in the presence of the Officer under whose orders he works

(b) It is not possible to give an exhaustive list of files or cases which are not to come to the record room. However, a tentative list of such items is given at Appendix 'C'

21 *Separation of A files from B files and disposal of the latter*—When the final order of the original authority has been passed in any case the A papers with their index will be separated from the rest and placed in their proper *Basta* or yearly bundle. The file B papers will then be placed in a separate set of racks set apart for the storing of B papers only. In the index of A files such reference should be given as will enable the Superintendent or in-charge record to get out both series of papers and put them together. When the file is again received in their record room after the final order in the appeal has been passed, the file B papers will be again separated and dealt with as before, and the same procedure will be followed in case of further appeal. In racks provided for B papers 12 partitions should be prepared and marked according to the months of year. The papers of each case should be placed in the partition marked with the name of the month in which the final order (of the original authority in case in which there has been no appeal, or of the final appellate authority in case in which there have been one or more appeals) has been passed. The whole of the papers in any partition will be ready for destruction in the following year on the first day of the month following the month with the name of which it is marked and they may be removed *en masse* and destroyed without the trouble of sorting.

22 *Classification of files for purpose of retention* --(a) Recorded revenue files and registers shall be preserved in record for the period mentioned in the statement at Appendix D ~~पर्सनल~~

(b) Record relating to criminal cases shall be retained according to the instructions given in the General Rules (Criminal), 1952, Appendix E ~~पर्सनल~~.

(c) Recorded files and registers relating to accounts records of offices rendering accounts to A G shall be preserved according to the instructions contained in GFA (Appendix XII) and as at Appendix F ~~पर्सनल~~.

(d) Other recorded files should ordinarily be classed for the purpose of retention under the following four classes —

Class I to be retained for five years

Class II to be retained for ten years

Class III to be retained for twenty years

Class IV to be retained permanently

(i) All important files or notes containing orders for future guidance or establishment precedents will be retained permanently.

(ii) Cases in which the conduct of officer has been noticed and entries made in the character rolls be retained so long as the officer affected remains in the service of Government

(iii) Subject to the instructions contained in Clauses (i) and (ii) above Superintendent or incbarge of office will exercise his discretion as to the period of retention of files in one or the other of classes given above according to the importance of the subject dealt with in the files. It is hardly possible to compile an exhaustive list for this purpose but the following examples are given for guidance

(a) Class I —Should include cases such as suits by or against Government, entertainment of Temporary establishment, audit and inspection reports finally settled, retention or retirement of Officers, answers to questions asked in the Legislature, results of departmental examination, leave, posting, resignations, and transfers of the officers, other than which form part of its personal file of the officers maintained by the appointing authority

- (b) Class II —Should include cases such as appeals against disciplinary action, corrections, and amendments in manuals, service rules, census reports, sale of movable property or immovable property probate returns, compassionate gratuity, appointment of permanent establishment, imposition of additional police and reports on annual religious fairs
- (c) Class III —Should include cases such as revision of the settlement of district other than rent rate reports, alteration in the date of birth of gazetted Officers and acquisitions of land
- (d) Class IV —Should include all cases of importance such as construction of Government buildings, delegation of powers, change in the names of district, sub-divisions, Tehsils, or village, grant of land or assignment of land revenue and boundary disputes and other files and documents of historical importance

The class under which a file has been classified should invariably be shown on left hand top corner of file covers to indicate the period for which it is to be retained

23 *Maintenance of Confidential files* —Confidential files should be separately recorded and kept in the departmental confidential almirah. Such cases may later be transferred to the record room if the departments or section concerned consider that they are no more confidential

24 *Index Cards* —(a) Before the file is consigned to records cards or slips/index containing subjects and file numbers of records and index heads selected out of the subjects are to be prepared. These index cards are to be arranged in alphabetical order and kept in a cabinet or binder to facilitate the tracing of files with minimum time and labour

(b) Indexing is of the upper most importance. It is difficult to prepare an exhaustive list of index heads. However a tentative list is furnished at Appendix 'G'

(c) The subject on the index cards will correspond with heading of the final draft and it should tally with the entry in the file register

(d) The index cards/slips put in the cabinet or binders will be checked by the Clerk in-charge once a month and by the Superintendent once a quarter with a view to see that the cards/slips are properly arranged in alphabetical order and according to index subjects

25 *Classification of files into Mauzawar and Kuhat*—Files are arranged either by villages (Mauzawar) or by (Kuhyat) The following files are arranged Mauzewar

All Judicial files (Criminal and Revenue) except those detailed below—

- 1 Collection of land revenue
- 2 Registration
- 3 Land acquisition

Following files should be dealt with as Kuhyat—

*Criminal*

- 1 Cases dismissed under section 209 C P C
- 2 Cases under section 349 Police Act, Hackney Carriage Act, Cattle Trespass Act, Workmen's Contract Act, Municipal Act Cruelty to Animals Act, Vaccination Act
- 3 Fine files
- 4 Pounds
- 5 Unclaimed property
- 6 Miscellaneous cases

*Executive*

- 1 Chaukidar
- 2 Taccavi
- 3 Nazool and other Government Land
- 4 Forest
- 5 Establishment
- 6 Revenue Accounts
- 7 Revenue Files
- 8 Court of Wards
- 9 Stamps
- 10 Supplies
- 11 Treasury
- 12 Contingencies

### Mauzewar

26 When files are arranged Mauzewar the case relating to each village are brought together in one bundle (*basta*) The Goshwara shall be in the form R-I and R-II in Appendix H

27 *Specification of basta* —The following consideration should determine the *basta* in which, in the case of files kept Mauzewar, the file should go —

- (a) Criminal files (the residence of the complainant)
- (b) Police files (the scene of Offence)
- (c) Revenue files (the locality of the property)

28 *Arrangement of village bundles* —The files of each village should be tied together and kept between boards, as far as possible The *basta* should be of manageable size so that there may not be any difficulty in handling of files The *basta* should be arranged by tehsils, each tehsil having a different coloured cloth, if possible Separate bundles should be made of executive, criminal and revenue cases The goshwara may remain with their proper *bastas* until they can conveniently be bound up in volume and kept separately for references

29 *Arrangement of Kultat files* —(a) Files treated as Kultat should be arranged yearwise and be entered in goshwara in form R-I and R-II in Appendix H

(b) The *basta* shall be conspicuously lettered and show —

- 1 Name of the Mauza and Tehsil
- 2 Description of the cases contained in the *basta*
- 3 Calendar year

(i) When a file is complete in every respect it is ready for transmission to the record-room, the reader of the Court shall sign the certificate on the fly-leaf that the file is complete and in order, and the columns of the fly-leaf shall be totalled

(ii) In order to avoid confusion, a set day in the week should be assigned as that on which each departmental clerk will ordinarily make over his complete files to the officer incharge record

(iii) In the case unclaimed rent and revenue deposits, the files should be sent to the record room one month after notice has been given to the payee of the deposit having been made

(iv) The officer incharge's signature should be entered in the proper column of the file register

(v) The officer-in-charge will be held responsible that no incomplete file is received in the record room

(vi) If a file is incomplete or incorrectly arranged the officer-in-charge Records shall return it to the court concerned by means of a report. No files shall be returned to the departmental clerks privately or demim-officially

(vii) When a file is received in the record room, the year in which each *nathu* has to be destroyed shall be stamped in large letters at the space assigned for the purpose of the fly-leaf

30 Recording of the files in the record room—(a) In criminal cases each bundle of completed records shall be accompanied by a list in duplicate of the records it contains in the following form—

*List of record of cases sent to the Record Room on from the Court of*

Serial number in the list	Kind of case as per number of original application	Number with Register of cases disposed of	Date of disposal	Name of complainant
1	2	3	4	5
6	7	8	9	10
Date of Institution	Number of pages in part A Part B	DATE OF DESTRUCTION Part A Part B		Remarks
11	12	13	14	15
16				

*List of Police reports and Miscellaneous proceedings not filed with the record of a regular case*

Register Number	Name of Complainant	Name of accused	Number of papers	Date of destruction	Remarks
1	2	3	4	5	6

Reader's signature

Entries in the list shall be made in the order of the date of decision. But if the dates of decision of two or more cases to which the list relates are the same they shall be entered in the order in which they stand in the court's registers. The list shall be checked and initialled by the Reader.

The Reader shall make out an invoice of all the records and other papers forming each consignment to the record room in the following proforma—

*Invoice of Records Consigned to the Record Room*

Invoice	Invoice of Records consigned to the Record Room		
Serial number	S No	Date	19
Date of despatch			
No of files			
[With list of Police Reports and Miscellaneous Proceedings not filed with the record of a regular case (F No.)]	Entered in the list of Police reports	Entered in the list of regular and Miscellaneous and miscellaneous cases (F No.)	etc (F No.)
	Class I	Class II	Class III
	I	II	III

*Reader's Signature*

I, Officer In charge records do acknowledge receipt of the afore said files and do hereby certify that the number of files entered in each list corresponds with the number actually received

(2) With list of regular and Miscellaneous case (F N)  
Class I  
Class II  
Class III

*Signature of Reader Signature of Officer Incharge Records.*

The invoice shall be sent to the Superintendent Records who shall compare the number of records and papers entered therein with the number actually received and shall sign the invoice and return it to the court. This will be attached with the counterfoil in the book.

(b) All other files indented for consignment to the record room should be sent to the Superintendent or official incharge of the record with an invoice in duplicate in the following *pro forma* or with the goshwara prescribed in this behalf.

S No	Section/ Department	File No	Subject	Notes Pages	Correspon- dence Pages
1	2	3	4	5	6
S No	Group office No			Remarks	
7	8			9	

31 *Unchecked record to be separate*—Until the records and papers received in the record room are examined by the record establishment and accepted, these may be kept separately in a rack set apart for this purpose. Such place should be outside the main record room containing the accepted files.

After the receipt of the record and papers for consignment to records the Superintendent Records with his assistants shall examine each record and shall satisfy himself—

(1) that every Records is properly entered in the list of the bundle to which it belongs, and that it has been properly classified,

(2) that the papers in the record correspond with those entered in the General Index,

(3) that the papers in the record bear no erasures or interlineations but those noted in the General Index,

(4) that the papers bear the stamps entered in the General Index,

(5) that the stamps have been duly cancelled,

(6) that on each paper the number and aggregate value of the stamps on it have been recorded

(7) that all orders have been duly signed,

(8) that the provisions relating to the realization of fines have been properly complied with

If the record is found in order the Superintendent Records shall make the following endorsement on the lists or goshwaras received with the file to the following effect—

“Record examined and found correct”

and sign the same. One copy may be sent to the court/office sending the files and the other kept in the records. These lists will be got bound so as to form a register of cases.

Recorded file requisitioned from the record room for reference purposes should never be re-opened to deal with fresh receipts.

32. *Marking the date of destruction of files.*—The date of destruction according to the classification marked on file, shall be entered at the heads of the form of the index or file cover. If the period is varied by appeal, etc. necessary alterations should be in the index or file cover or file covers on receipt of the application or other paper. As soon as the file is prepared for record it will be entered in the appropriate form goshwara and consigned to its proper place. Mauzewar files being placed in their village Basta and Kuliata files in their annual bundles

33. *Issue of files from the record room.*—(a) In criminal cases requisition for the files required from the record room by any court and officer should be in the following form—

[Form No. 17 vide the General Rules (Criminal), 1952].

## FORM No 17

(Rule 73 and 101)

*Requisition for Records*

Court of the at

V

Case No of

To

---

---

Dated the 19

Kindly transmit to this court the record specified below, I have satisfied myself that the production of the original record is actually necessary \*The record should reach this court before 19, the next date of the hearing

*Note*—Original record should not be called at the instance of a private party if certified copies are admissible in evidence to prove facts for the proof of which the record is required

*Particulars of Records sent for*

Of what Court	Kind of case	No and the years	Date of disposal	Remarks
<i>Designation</i>				

\*Order of the Officer by whom requisition is received

(b) For other files required by offices or Courts, requisition slips in the following form shall be sent

## GOVERNMENT OF RAJASTHAN

*Requisition for files etc from record room*

- 1 Department to which the file belongs
- 2 Name of the Department demanding the file
- 3 Subject of file
- 4 No of file

5. Class or Group No.
6. Year of file.
7. Purpose of file.
8. Other particulars of the file.
9. Signature of indenting officer and date (Not below Office Superintendent).
10. Signature of clerk in token of having received the file and date.

*Notes*—1. It is essential that the above entries should be correctly filled in without which file or files will not be issued.

2. No files, papers or books are to be removed from the record room without leaving this slip in the packet or place from where they are removed.
3. On restoration of the files, papers or books to their proper packet or place, this slip will be destroyed.

*(To be filled in by the record room).*

11. Date of issue.
12. Serial No. of issue.
13. Signature of issuing clerk with date.
14. Signature of Supdt. with date.
15. Date of return of file.
16. Reasons for non-availability of file.
17. Signature of clerk with date.
18. Returned file is not available for the reasons mentioned at S. No. 16.

*Signature of Officer-in-charge.*

(c) No file or papers in file should be removed from the record room without leaving a requisition slip in its place.

Every application for requisitioning a record should also contain the following particulars—

*In the case of Criminal Courts*—

- (a) Name of the Court to which the record belongs.
- (b) Misband number or date of institution.
- (c) Name of the Police Station concerned.
- (d) Names of accused persons.
- (e) Law and section applicable.
- (f) Date of disposal.

*In the case of Revenue Courts—*

- (a) Name of Court to which the record belongs
- (b) Names of parties
- (c) Mauza and parganas
- (d) Description of suit or applications
- (e) Suit number or date of institution
- (f) Date of decision
- (d) On the 7th day of the first month of each quarter the record department should send a list of the files, which have not been returned and ask the courts or offices requisitioning the files for verification regarding each file
- (e) At the time of requisitioning the file for purposes of preparing copy or copies of documents from the records the requisitioning authority should give the name of village in the basta of which the file is likely to be found Sufficient time should always be given to the record department for complying with the requisitions and except in emergent cases immediate requisitions should be avoided
- (f) Ordinary records required by the copying department will be obtained by passing on applications to the record room When owing to the defective information supplied by the applicant, the search for the record, has involved or is likely to involve an unreasonable amount of trouble the officer-in charge of the record room may impose a search fee of annas eight and endorse the charge on the requisition slips The charge will be recovered while delivering the copy
- (g) A separate form should be sent for each file as these have to be placed in the basta or bundle from which each file is taken For files required by outlying offices Courts requisition slips will be sent in duplicate one copy being placed in the basta or bundle from which the file is to be removed and the other copy will be sent with the file All such files will be sent by registered post The Reader should see that records so transmitted are securely packed and that an acknowledgment is required invariably

34 *Register of files sent out of the record room*—The register for the issue of files shall be maintained in the following form—

S.N	No. of file and date of decision	Names of Parties	Description of case	No. and date of requisition received
1	2	3	4	5

Name of Court to which file sent	Date fixed for hearing	Date on which the file left the record room	Name or signature of official to whom given
6	7	8	9
Date on which the file was returned to the record room and restored to the bundle	Name of Village and No of Basta from which file was taken out	Signature of Record officer	Remarks
10	11	12	13

35 As files are occasionally placed or replaced in wrong bastas, in order to limit the area of searching for a missing file so misplaced each clerk, who placed the files in bastas, will maintain a number book in the following *pro forma* showing the bastas actually handled on each day —

### NUMBER BOOK

*Register of bastas taken down for the purpose of including new or returned files or shamulati papers*

Date	Class of Basta	Name of village with hadbasta No or class of Kuhat	No of year of baste, if any which taken down	purpose for

## CHAPTER II

*Weeding & Destruction of Records*

36 *Period for retention of records*—(a) The period, for which files of criminal records are to be kept, is given in the General Rules (Criminal) 1952-Appendix 'B'

(b) The period for which Revenue records are to be kept is given in the list at Appendix 'B'

(c) The period for which records relating to Accounts offices rendering accounts to Accountant General as given in Appendix XII of General Financial & Account Rules is given at Appendix 'F'

(d) The period for which other records are to be retained will be determined from the classification given on the files

37 *Destruction of Records*—(a) All records and registers which under these rules have become liable to destruction shall be destroyed as soon as the period of their retention has expired. A note of the destruction of 'A' files should be entered in the Goshwara/list, if all the papers are destroyed and in the flying index if some only are destroyed

The note should be attested by Officer-in Charge Records or the Superintendent Records. No note need be kept of the destruction of 'B' files

(b) The Superintendent or the Official Incharge of the Records assisted by the clerk will immediately, after the commencement of the year, take the work of weeding in hand. He will keep strict watch over the progress of work and ensure that the weeding work does not fall in arrear

38 (a) The weeder should take out from the racks in convenient lots of the files and registers due for destruction. The weeder will carefully examine the classification or date of destruction. The Superintendent shall also glance through some of the files to satisfy himself that the files to be destroyed are no longer useful

The responsibility of proper classification of recorded files rests with the departments or Courts concerned

(b) *Preservation of Records*—Ordinarily following classes of documents are to be preserved—

(1) Manuscripts of all printed proceedings collection

- (2) Original of legal documents or documents of legal value.
- (3) Papers containing discussions of important principles or policies.

39. *Maintenance of statement of each weeder.*—Each clerk responsible for weeding work shall maintain a statement in the following *pro forma* showing the number of files weeding out every day:

Date	S No.	File No.	Subject	Date of Destruction	Signature of Supdt or Official incharge	Signature of head of office	Remarks
1	2	3	4	5	6	7	8

**NOTE.**—(a) Consolidated extract of files destroyed during the month should be maintained by the Superintendent

(b) The minimum number of files to be destroyed per clerk per year has been fixed as 11 thousand. In case of files of petty cases it is possible to destroy a number far in excess of the standard. If the work of ordinary destruction is found to be well advanced there is no objection to the weeding clerk being employed temporarily on other work. In going through the bundles it is the duty of the weeding staff to see the files are arranged in proper order to send torn paper or broken stitching and to bring to the notice of the Superintendent all missing files.

40. *Destruction of files.*—(a) All papers liable to destruction shall be torn up to pieces care being taken that all Court Fee Stamps are duly cancelled

(b) Small pieces so made should be mixed up with the pieces of papers torn from the published books, reports, gazettes, etc., if possible, and the ordinary sweeping from the office room. The whole lot of the papers thus obtained will be sold as waste papers according to the order of the Collector concerned.

(c) Confidential papers shall be burnt. Sale proceeds of the waste papers shall be credited to Government. As each record is weeded a note of the fact shall be made in list with which it was received in the record room.

## CHAPTER III

*Inspection and Search of Records*

41 *Inspection of Judicial Records*—The rules relating to the inspection of records relating to criminal cases are given in the General Rules (Criminal) 1952, Chapter 13

(1) The records of Revenue Courts shall, subject to the following rules, be open to inspection for the first four office hours of all days on which the courts are open

(2) If the application be granted the applicant shall observe the following rules—

(a) He shall not enter the record-room but will inspect the records in the ante-room, or in some room allowed for the purpose

(b) He shall not take pen or take ink into the room in which he is allowed to inspect them

(3) The Collector or the Officer to whom delegates his authority, may sanction an application to inspect records or, if he considers it his duty to do so may refuse, in which case he must record his order and the reason therefor

(4) Any person inspecting records shall be accompanied by the record-keeper or assistant record-keeper. The record-keeper shall keep up a register of inspections in the Form given below—

*Inspection Book*

Date	Name of applicant for inspection	Record book or register of which inspect on is sought	Time occupied in inspection	Stamp	Remarks
1	2	3	4	5	6

42 *Application for inspection*—Application for inspection of records shall be made in writing and shall distinctly specify the record, inspection of which is desired

43 *Search fee to be paid for supply of particulars*—Any person desiring to ascertain the Serial No, date of the institution of any suit or other registered particulars regarding a case, for proceedings, therein, shall affix eight annas court fee stamp on the application being the amount of the charge for search

44 *Documents which may be inspected*—The following are the documents which may be inspected

(a) Records of Revenue Courts, or of any proceedings under the Tenancy Act, or under any Act pursuant to which a revenue officer has jurisdiction

(b) Any proceedings under the colonization of Government lands

NOTES—(i) Notes prepared by clerks and notes written by the presiding officer to refresh his memory are not opened to inspection

(ii) The inspection of general files containing records of the executive proceedings including reports made by the Revenue Officers is not permitted

45 *Inspection of records and cases pending and not pending*—(a) Inspection of records and cases that are not pending are subject to the control of the head of the office in which they are kept for custody

Ordinarily permission of inspection should only be granted by the Officer-in-charge of the Record office

(b) The inspection of pending cases is subject to the control of the Revenue Officer or court before whom they are pending, and they shall not be inspected on a day fixed for the hearing thereof, except with the special permission of that officer or court. Ordinarily they are open to the inspection of the parties only and of their pleaders or agents

46 *Separate application for separate files*—A separate application shall be made and a separate fee paid for each file desired to be inspected unless the records are so closely connected that in the opinion of the departmental officer, they may be regarded as one in which case one application and one fee will suffice

47 *Forms of Application*—Every application form for the inspection of records shall state—

(i) The name and the description of applicant and his position in the case

(ii) No and year of the case

(iii) Name of court

(iv) Title of case

(v) Date of disposal when the case has been disposed and the date of hearing when the case is pending

48 *Time and place of inspection of records*—(a) The inspection of records shall be made at such time, in such place, and in the presence of such officials as the head of the office, in the case of the records of decided cases and the presiding officer in the case of records of pending cases, may direct

(b) If the record is not inspected on the date fixed for the purpose, it shall be restored and a fresh application must be submitted before the record can again be taken out for inspection

(c) When any person inspecting the record of a case desires to continue inspection of the same record on the following day, he may give notice of his intention to official in whose presence inspection is made and in such cases no fresh application need be made in writing, provided that their inspection is continued from day-to-day. This will not affect the fees payable under these rules

49 *Copying of documents prohibited*—The copying in full of any document or paper of record during the inspection and the use of pen are strictly prohibited. Pencil and paper may be used for the purpose of taking notes, but no mark shall be made on any record or paper inspected. Infringement or attempted infringement of the rule shall deprive the person infringing of the right of inspection

50 *Noting the time in inspection*—The time at which the inspection started and that when it is completed shall be noted by the Superintendent or the Official-in-charge of records on the application of inspection

51 *Fees*—The inspection fee shall be paid in court fee stamp at the following scale—

(i) Ordinary	Re 1/- for the first hour or part thereof and annas -/6/- per each subsequent hour or fraction thereof
(ii) Urgent	Rs 2/- for the first hour or part thereof and annas -/8/- per each subsequent hour or fraction thereof

All fees shall be paid in advance by affixing court fee stamp on the application when the period, for which fees have been paid, is over, additional fee shall be realised before further inspection is allowed

(a) No inspection fees will be charged for inspection of any revenue records, books or registers by Government Officers or other

persons duly authorised in this behalf for Government purposes, nor will any fee be charged for the inspection of a record called for by a court, nor for the inspection of a record by any one at the request of a court

(b) (i) Any person desiring to inspect on any other date than the date of hearing the record of a case pending in a revenue court or any connected record which has been called for by the court for perusal in connection with such pending case, while such records is in the custody of the court, shall submit an application for permission to inspect the record and shall pay fees in the same manner and on the same scale and be subject to the same restrictions as are laid down in paragraphs of this Chapter

(ii) Such application shall be submitted to the presiding officer of the court in whose custody the records are, and the court shall deal with the application in the manner laid down above

(iii) Such records shall be inspected in the court-room in the presence of either the presiding officer or such officer of the court as the court may direct

## CHAPTER IV.

*Supply of Copies of Records*

52 *Rules for criminal cases*—(1) These rules shall come into force from the date of their publication in the Rajasthan Gazette

(2) Rules relating to the grant of copies in criminal cases have already been published in the General Rules (Criminal), 1952

53 *Definitions*—(i) In these rules “Record” includes any portion of a record and any documents, map, plan, or other papers attached to, or forming part of the record of any suit, or appeal, enquiries or trials, or other proceedings, in any Criminal or Revenue Courts, or Offices

(ii) The term copying agent includes the sender copying agents and the persons selected in the manner hereinafter prescribed to revise and attest copies at headquarters and at outlying courts and offices at tehsils the judicial clerks or office kanungo, if permitted to examine copies, shall be “Copying Agents” for the purpose of these rules

(iii) The copying establishment shall be under a head copyist subject to the general control of the Officer-in-charge Records under the Office Superintendent

(iv) If the record or other paper, of which copy is applied for, is not in the record room but has been transmitted to other court, the Officer-in-charge of the copying department shall inform the applicant and if he so desires, return the application with an endorsement to that effect, directing him to present it to the court in whose custody the record or paper is

(v) The Officer-in-charge shall sanction the application, or, should the application be one which he is not legally bound to sanction may refuse it, recording his reasons on the application, which shall then be filed, the applicant, if not present, being informed by post, service unpaid

(vi) A copy shall not be issued to any person until it has been examined, certified, stamped and paged, and a copy shall not be delivered to an applicant until the requirement of paragraphs below have been complied with

(vii) When a copy, made under an order upon an application, is ready for delivery, notice thereof in the prescribed form shall

forthwith be placed on the notice board of the copying department. The head copyist shall endorse upon the last sheet of the copy, the date of the application, the date of pasting the notice on the notice board, and the date of delivery of the copy to the applicant, *such dates shall be written in words as well as in figures*. If the delivery of the copy is not taken within fifteen days of the notice being pasted on the notice board, the orders of the Officer-in-charge shall be taken as to the destruction or other disposal of the copy provided that when a copy is to be sent by post, it shall be despatched, service unpaid, as soon as the notice is placed on the notice board.

*Notice to Applicant that Copy is Ready for Delivery*

Date of Notice	Name of applicant	Particulars of copy prepared	Signature of head copyist
1	2	3	4

(viii) If an application for copy is rejected, or if for any reason, a copy cannot be granted, or if the application is withdrawn before the work of copying has been put in hand, any stamp paper filed by the applicant, shall be returned to him, and if the copying fees have been paid in adhesive court fee stamps he shall be entitled to a refund of the amount less a deduction of one anna in the rupee or fraction of a rupee. The refund shall be made by a certificate payable at the District Treasury at any time within three months of the date on which it was given. Application for refund under this rule must be made within three months from the date of the application for a copy.

Stamps on which a refund is granted should be destroyed by the Officer-in-charge of the copying department personally, and a certificate to the effect that this has been done should be added.

54 *Persons entitled to obtain copy*—(i) A copy of record shall be granted in the manner prescribed by the rules to any person who under the law for the time being in force, or under these rules or under the General Rules (Criminal), 1952, is entitled to receive it and copy may be so granted to any person permitted by these rules or otherwise, to obtain one.

(ii) A plaintiff or defendant, who has appeared in the suit as a party to a criminal complaint, is entitled at any stage of the suit or complaint to obtain copy of the record of a part of suit including exhibits, which have been put in and finally accepted by the court as evidence.

*Note*—A party who has been ordered to file a written statement is not entitled to a copy of written statement filed by another party until he has first filed his own.

(iii) A stranger to the suit may obtain a copy of the judgment in a criminal or Revenue Case and of final orders in other cases for purpose of reference or quoting as precedence with the approval of the presiding officer of the administrative department

(iv) Any person may obtain a copy of a record of rights, annual record, Khasras, Girdawari, or of the record of distribution of an assessment over the holdings of an estate or of an entry in a register of mutation

(v) Copies of final orders passed in Muafis sanctioned by competent authority may be granted by the Collector. But copies of recommendations submitted for sanction should not be given unless they have been approved and are necessary for understanding of the sanction

(vi) Copies of orders passed by competent authority or proceeding under the Land Revenue and Tenancy Acts shall be granted

(vii) In cases of enquiry against an Officer, copies of the following documents may be supplied to an accused officer on payment of prescribed copying fees to enable him to exercise his right of appeal

- (a) Charges,
- (b) Defence recorded,
- (c) Statement of witnesses in the courts on enquiry, and
- (d) Order of the officer holding an enquiry containing his findings

*Note*—Copies of officers notes reports correspondence relating to enquiries should not ordinarily be supplied.

(viii) In cases concerning Government servants accused of criminal offences, copies of judgments of acquittal and of orders of discharge shall be supplied free of costs, on the application of the head of the department in which such servant is employed

*55. Documents of which copy cannot ordinarily be given—*  
Ordinarily no copy shall be given of—

- (a) Interim proposal or recommendations of officers or preamble
- (b) Office notes unless they are in the form of final orders
- (c) Official letters not covering final orders

(d) Correspondence of secret nature or those the release of which is likely to embarrass the Government.

(e) Except for special reasons to be noted in the order made upon the application, a copy shall not be granted of a document which is itself a copy

A copy of a copy may only be granted, if the original document is not traceable or is not traceable to the applicant for the purpose of obtaining a copy. Each page of such copy shall bear in red ink the remark that it is a copy of a copy

56. *How to apply for a copy*—An application for a copy of a record may be made in person or through authorised agent or by post.

The full name, parentage, and address of the applicant should be given and it should be stated for what purpose it is to be desired. The application shall be made in the prescribed form, form attached with the General Rules (Criminal), 1952, in the case of Criminal Cases and as per *pro forma* given below in revenue and other cases

#### *Application for grant of copy*

Court fee stamp .. . Worth Re. -/1/-

The applicant requests that copies detailed in statement may be granted

#### STATEMENT No L

Class of suit whether (i) Criminal, Revenue, or miscellaneous	Plaintiff or complainant Defendant or accused	Names of parties
(ii) Original or appeal		
1	2	
Nature of suit or of offence valuation of suit or description of offence	Name of the village or place where the property in dispute is situated or where dispute arose or offence was committed with the badast number	Name of the presiding officer of the subordinate appellate courts.
3	4	5
Date of decision first and of appellate courts	Purpose for which copy is required	Detail of copies required
6	7	8

Whether urgent or ordinary	Seal or signature
9	10

57 *Application for copy*—Every application for grant of copy shall bear a court-fee stamp of one anna unless he is exempted from it under any rules or law. In case an application is sent by post, postage stamp sufficient to cover the postal charges for sending the copies under registered cover of an addressed envelope should be sent with the application in addition to the prescribed copying fee.

A separate application shall be made in respect of each record from which copy or copies is or are received, but only one application need be made for copies of papers from the same file or record i.e. if copies are required of four separate papers in one record, only one application is necessary.

58 *Details to be given in application*—Every application should set-forth—

- (a) Name and his full address
- (b) Purpose for which the copy is desired
- (c) The paper or document of which the copy is applied for
- (d) File No. and date of the disposal of the case and the number and date of the order of which copy is desired
- (e) Whether the application is urgent or ordinary

59 The officer receiving such application shall—

- (a) Put his initial on it with date of its receipt
- (b) Get it entered in the register maintained for the purpose in the form as at appendix 'I'
- (c) Cancel the court-fee stamp according to law

60 *Copy to be given on payment*—Copy shall be supplied on payment of the prescribed fee unless they are required to be supplied free by any law or order of the competent authority.

61 *Affixing court-fee stamp with application*—(a) Every application for a copy of a record shall be accompanied by court-fee stamp equivalent to the fees prescribed in rule 62 for preparing and certifying such copies along with the papers sufficient for making copy or copies.

(b) If the application is received by post and the court-fee stamp or stamps attached is or are found insufficient, the applicant

shall be asked to make-up the deficiency within a month and no action shall be taken until the deficiency is made-up. If no reply is received within the stipulated period the application for copy shall be filed and the court-fee stamp cancelled.

62 *Fees*—Fees shall be charged for copies according to the following scale—

(i) For foolscap sheet in double part or any portion thereof -/10/- per sheet

(ii) For urgent copies double fee shall be charged

(iii) In the case of book, register, map or plan or an extract thereof or any other document the preparation of which requires any special apparatus or skill, the charge shall be fixed in each case by the presiding officer with reference to the difficulty or intricacy of the work to be done

(iv) In case in which an applicant desires to take more than one copy of a document and typed copies are given each copy after the first shall be supplied at half the rate prescribed above

(v) In case the application is unable to give exact particulars of the file and the same is to be traced additional charges of annas eight shall be made

**NOTE:**—In case applicant has been asked to make up the deficiency of court fee stamps the postal charges incurred in addressing the communication shall be realied at the time of delivery of copy in case it has not already been furnished with the application

63 *Period for grant of copies ordinary or urgent kind*—If a copy is ordered to be prepared, the Officer-in-charge shall, in the case of personal applications tell the applicant when copy is likely to be ready, this shall ordinarily be not later than 10th working day, but any applicant for an urgent copy, shall be entitled to have his copy furnished to him within twenty-four hours if the records become available

64 *Maintenance of register for application*—A register for applications for copies shall be maintained in the form given at Appendix 'I'. In this register every application for copy of a record, including jail requisitions, shall, whether sanctioned or not, be forthwith entered under orders of the officer dealing with the same

65 *Procedure to be followed if copy is refused*—If an application is refused, or if for any reason it is impossible to prepare the copy ordered to be made, the fact should be noted in the column of remarks in the register, and appropriate reply should be sent to the applicant on a postcard. The unused court-fee stamps will be

returned to the applicant and in case the application is received by post the applicant will be asked to send postage stamps sufficient to cover the postal charges, for the return of the unused court-fee stamps, if he has not sent postage stamps already with the application

66 *Manner of making copies*—Every copy made under these rules shall,—

- (a) Be in a good legible hand or type
- (b) Marginal references shall be made on the copy to the paging of the original
- (c) If more than one copy of the same record is ordered to be prepared at the same time as much use as possible should be made of duplicating processes
- (d) Copy or copies of Urdu document will be prepared

67 *Prefixing heading*—A heading containing a short description of a record, the name and *hadbast* number of the estate and the name of the tehsil and district to which such record relates shall be given on every copy. In the case of a copy of a judgment or order such headings shall also contain the following particulars—

- (a) the court or office by which the case was decided, and in appellate case, the name and the official designation of the officer whose order was appealed against and the date of that order,
- (b) the date of institution of the suit, proceeding or appeal, as the case may be,
- (c) the name and description of the parties, and
- (d) the subject-matter of the suit or proceedings, and the estate, tehsil and district in which situate

68 *Copyist not to have access to record room*—Copyist shall in no circumstances be allowed access to the record room. Files should be given by the record room staff and no files or parts are to be removed from the office room where copying work is done

69 If copies are required of documents in the custody of the Sadar Kanungo, the copyist shall go in Sadar Kanungo office and the examiner shall also go to attest the copy. Such documents must not be removed from the custody of Sadar Kanungo or his assistant

70 *Copies of record in tabular form*—Copies of revenue records and other records which are kept in tabular form shall be supplied on the form used in Government office. Such forms shall

be supplied free by the Collector out of his stock. Each Collector should increase his indent in order to provide for needs of copying agency

71 The following are among documents of which copies should be given on such forms —

Decrees

Notice of ejectment

Criminal charges

Headings of opening sheets in judicial records

Extracts from jamabandies, mutation registers, Khasra, girdawaries, Settlement records and others at the discretion of the Collector

72 A copy of copy ought never to be granted unless expressly asked for as such as for instance in order to call in question the correctness of the copy granted. The fact that it is so required should be entered in heading

73 After the copy has been made, and before it has been revised and attested the following particulars shall be endorsed thereon in the case of copies made in the English language in English, and in the case of copies made in Hindi in that language

- (a) Number of the application in Register
- (b) Name of the applicant
- (c) Date of presentation of application
- (d) Number of sheets used
- (e) Amount of copying fee charged
- (f) Date of notice declaring when copies are ready
- (g) Date of delivery
- (h) Name of the copyist

74 *Attestation of copy before issue* —(1) A copy shall not be delivered to any person until it has been examined, certified and paged. The attesting officer is responsible that the provisions of the law and of these rules and orders have been, in all respects, complied with

(b) Every attesting officer shall, before he attests any copy in the manner prescribed by these rules

- (i) personally compare such copy with the original record from which it has been made. For the purposes of facilitating the comparison of any copy, the copyist, who

made it, may be called upon to assist by reading out the original,

- (ii) attest every alteration made in such copy by initialling the same,
- (iii) examine and initial the endorsements made,
- (iv) examine the headings and form of the copy, and see that they are in accordance with the law, rules and directions applying such copy,
- (v) See that the fees have been properly calculated and entered in the registers

(c) When any copy is found to be in all respect correct for delivery to the applicant the attesting officer shall endorse thereon the following words

"Certified to be a true copy"

and shall sign and date the endorsement and subscribe his official designation

(d) He shall then cause the proper seal to be affixed to the copy. If the copy covers more than one sheet of paper, the attesting officer shall endorse the word attested on every such sheet, and shall enter his initials and the date thereunder

(e) In the event of any copy being found to be unfit for issue by reason that it —

- (i) has not been clearly, legibly and neatly written,
- (ii) is not in the prescribed form or on a paper of the prescribed quality,
- (iii) is so incorrect that revision has rendered it unfit for issue,
- (iv) does not conform to these rules and order, or
- (v) is otherwise open to objection the officer shall forthwith write the word cancelled across the copy and a fresh copy shall be made without further charge

(f) The affixing by an attesting officer of signature to a copy in a certificate that the official in question has personally satisfied himself of its accuracy after a personal comparison of the copy with the original

75 *Delivery of copy*—(a) When a copy is ready for delivery and the applicant or his agent is present the copy shall be given to him, after recovering balance of copying charges search fee if any, due. Any surplus pic papers shall be returned. If the applicant or his agent is not present a notice over the signature of the officer, Superintendent or head clerk shall be affixed to the notice board

notifying that the copy is ready for delivery. If from the date of the fixing of the notice the applicant or his agent appears within one month the copy shall be delivered to him.

(b) If the copy is to be delivered by post and sufficient postage stamps to cover the postal charges have been furnished, the copy or copies shall be sent by post registered A D.

(c) If the applicant or his agent does not appear within the stipulated period the application shall be filed and the copy shall be cancelled under orders of the officer competent to order the grant of copy and an entry will be made in the register of application.

76 *Employment of copyist*—(a) For the preparation of copy at headquarters and the district the Collector shall engage qualified copyist. The number of person to be engaged in each district will be fixed by the Collector of the District. The number should be fixed with due regard to actual requirement for the work of copying records. But no copyist, while entertained for copying work may under any pretext whatever be employed on work other than copying or assisting in the attestation of copies made by himself.

(b) Persons engaged as copyist shall be—

- (i) of a assured good character, and
- (ii) competent to write (or type) fast and well

(c) The Collector shall allot copyists to different offices or courts out of the strength fixed for the district in consideration of copying work in each place. The number assigned to the various courts and offices can vary according to the increase or decrease of work.

77 *Remuneration to be paid*—(a) The copyist approved for copying work by the Collector shall receive no fixed salary but will be paid on remuneration basis at the following scale—

(1) For copying one sheet in double space or any portion thereof	Ordinary copy 5 annas per sheet
(2) For duplicate typed copy	Urgent copy 10 annas per sheet
(3) For book register, map or plan, etc <i>vide</i> para 62/C	Half the above rate One-half of the amount charged as copying fee

*Note*—Search fee if charged shall be credited to Government. No remuneration is to be paid on it.

(b) A register of work done by each copyist will be maintained in Form III at Appendix I. Regular entries in this register shall be made. A bill for payment of remuneration to each copyist shall be prepared monthly on the basis of entries in register maintained in Form No III. The Officer-in-charge of the office where the copyist may be working, will attest the bill after satisfying himself about the correctness of the entry. The payment orders shall be made by the Collector out of the fund which will be allotted at his disposal for this work.

78 *Provision for payment of remuneration*—(a) A lump sum provision will be made in the budget of the GAD for payment of remuneration to copyist. Out of this fund necessary amounts shall be allotted to each Collectorate according to volume of work.

(b) In each Collectorate proper account shall be maintained for this in the following form—

Serial No	Name of copyist	Date	Bill No	Name of office/court sending the bill
1	2	3	4	5
Amount passed for payment		Progressive total of the amount paid		Remarks
6		7		8

# APPENDICES

## APPENDIX

*Questionnaire for the guidance of Officers inspecting District records in charge of Collectors in Rajasthan*

(The Inspecting Officer shall be at liberty to direct his attention to such questions only as he may desire or may go beyond the questionnaire)

## 1 Date of last inspection

(The record office should be inspected regularly every quarter by the Officer-in-charge—paragraph 6 of the rules)

2 Are all files received in the record room properly completed and arranged by clerks of Court and offices in accordance with the instructions issued in this behalf ?

(At least twelve files should be examined at random to ascertain whether these instructions are really observed)

3 (a) Are all newly received criminal files duly entered in the Register and 'Goshwara' and the revenue files in Goshwara only and placed in the village or other bundles to which they properly belong and is the village Goshwara number given on the index ?

(b) Are the appeal, review and revision files invariably attached to the original files

(The inspecting officer should examine about a dozen files to verify that files have been correctly entered in the registers)

4 Are 'A' files separated from 'B' files by the record room officials before consigning them to the record room and are file B papers placed in separate set of racks set apart for the purpose ?

5 Are such references given in the index of 'A' file as will enable the in charge record at once to produce both series in case they are called for before the term for destruction arises ?

6 Are the files arranged (i) villagewise (mauzawai) or (ii) subjectwise (kuhat) ?

7 Is the work of receiving, examining, registering, placing, issuing or restoring files entrusted to the destruction or inspection clerks done regularly and correctly and is up-to-date

8 On receipt of a file into the record room, does the incharge record or his assistant verify carefully that proper court fees have been realised?

9 Are the particulars regarding the date of destruction entered at the head of the forms of index in the space provided for the purpose, and if the period is varied by appeal, etc., is necessary alteration made in index on receipt of appellate or other papers ?

10 (a) Are files required by courts at headquarters issued to them on receipt of separate requisition for each file in the form prescribed for the purpose

Are the requisition slips placed in the bundles in place of the files issued from the record room ?

11 Does the record department send lists to all the courts or offices of files which have not been returned and ask them for verification regarding each file ?

12 Is the register of record room maintained by the Superintendent or Official in charge of the record work regularly ?

13 Are the similar instructions for the preservation and destruction of revenue files and registers carefully complied with by the record department ?

14 Is a note made of the destruction of A files in the Goshwara or list or register as the case may be and written in the fly index if only some are destroyed ? Is the note attested by the Superintendent or Official in charge of the records ?

15 (a) Is the destruction of records carried out in accordance with the procedure laid down in this behalf ?

What is the average number of files destroyed and arranged by each destruction clerk ? The average is 11,000 files per destruction clerk per annum. If this standard is not attained the clerk at fault should be suitably dealt with.

(c) Is the time spent on the inspection of a record noted in the register maintained by the inspection clerk ?

16 Are the members of the record staff (excluding the Supdt. Records and his Deputy) transferred too frequently ? If so the Collector should issue suitable orders to prevent this

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## APPENDIX B

## List of Common Errors

<i>S No</i>	<i>Detail of mistakes</i>	<i>Reference to paper on file</i>	<i>Note regard- ing correction made</i>
1	2	3	4
1	Name and number of village or name of Tehsil or Thana not recorded		
2	Abstract of final order not properly given		
3	Serial No on the opening sheet not correct		
4	No and class of case either not right or not given		
5	No of certificate on the index		
6	Serial No not given on the papers or index mutilated		
7	Name and powers not given on the headings of the depositions		
8	Seal not affixed and powers not stated under the signature of the officer		
9	A and B papers are not separated		
10	This paper should go to A file or B file		
11	This paper is not recorded		
12	Paper is mutilated should bear signatures		
13	The order is not signed by the officer		
14	Abstract of order is incomplete		
15	Date of decision of case name of village place of occurrence should be given on papers intended to be placed on the file		
16	Papers not entered in the index chronologically but placed on the file consecutively		

## APPENDIX C

List of papers which need not be consigned into Records, but may be weeded out and destroyed after the period prescribed for their retention in the second column of the list. The destruction shall be carried out by the clerk in the presence of the Suptd. Records and shall be effected by tearing-up the papers into pieces. In the case of continued correspondence the file shall not be set aside for destruction until the correspondence is complete.

S No	Nature of the case	Period for which it is to be retained
1	2	3
1	Crop forecasts	1 Year
2	Application for grant of copies of papers	1 Year
3	Petitions of petty nature	1 Year
4	Statements and returns of temporary interest which are for information	1 Year
5	Ordinary accounts reports	1 Year
6	Death reports	1 Year
7	Report regarding outbreak of epidemic etc	1 Year
8	Casual leave accounts	1 Year
9	Grant of powers to officers	1 Year
10	Cases under the Arms Act	1 Year
11	Papers regarding the encamping grounds and supplies and carriages for troops	6 months
12	Papers relating to minor process of dues including warrants of attachment or arrest for recovery of land revenue, excise revenue, income tax etc when the demand is paid before execution of warrants	6 months
13	Application for licensee to fish	3 months
14	Application for leases and licence of all sorts when not granted	3 months
15	Rejected application for 'taecavi' less than Rs 1000	3 months
16	Reports regarding transfer of treasury between Tahsildars and Nab-Tahsildars	3 months
17	Application for stamp vendors licences	3 months

S No	Nature of the case	Period for which it is to be retained
1	2	3
	The following files shall be destroyed in accordance against each —	With directions noted
18	Reports of record keepers regarding non receipt of files from courts and slips sent by courts explaining cause of delay in submission of files or nature of errors	When the orders passed have been carried out
19	Applications of Sadr wasil baki navis for issue of orders to Tehsil wasil baki navis .	do
20	Applications for refund of spoiled stamps when has been sanctioned	When the receipt for the money paid has been received
21	Notice received from the district about fairs auction of liquor or other contracts	After the date of fairs or auction has passed
22	Misc applications in Court of Wards cases	
23	Papers regarding despatch of treasure between Sadr and Tehsil guaids etc	
24	Vernacular papers regarding mistakes in Siasas' received from tehsils	At the end of the year to which the paper relate
25	Stamp penalty statements received by Collectors from courts	
26	Quarterly returns of receipts and sales of stamps submitted by stamp vendors	
27	Applications relating to powers of attorney not forming part of judicial records	
28	Papers relating to the preliminary enquiries made through the tehsildars as to the legal title of the heirs of deceased soldiers in regard to their family pensions	3 years from the date of each disposal of each case
29	Applications for relief from the India and Burma Military and Marine Relief Fund and connected enquiry papers	
30	Files relating to motor tax and drivers licenses	Three years from the date of final orders
31	District Land Revenue Administration Reports	For the period of Settlement
32	District Colony Reports	Fifteen years
33	Misc papers such as charge reports of Tehsildars and Naib Tehsildars pay of Chaukidars, reports of sheriffs treasurers etc , filed in the Eng office	15 years

## APPENDIX D

*Statement showing the period for which Revenue Registers, Books and Files shall be preserved*

**I. Destruction of Registers.**

(i) The following revenue registers and books shall be preserved in perpetuity except as provided in the note to (1) below —

1 *Registers and books to be kept permanently* —All printed vernacular books pamphlets and manuals furnished by Government manuscript circular orders and rules of practice

**Not:** —One copy of obsolete and superseded books pamphlets and manuals to be kept and the rest to be destroyed. These papers will be divided between the district record room and Land Record Office according to subjects

2 Statement showing original and subsequent modifications of local Sub divisions and maps of such changes

3 Register of Nazul property

4 Register of Government property for which Pattas are issued

5 Registers of pensions

(a) on account of resumed assignment of land revenue

(b) Charitable

(c) Superannuation and compassionate

6 Register of land acquired for public purposes

7 Record keeper's register of all kinds of cases decided and sent to the Commissioner's record room

8 Register for Revenue Court cases

9 Register of cases relating to new grants of revenue assignments resumption or lapses of the same and mutation of names in respect of assignments for Collector's office

10 Registers for cases relating to sale, lease or grant of waste lands for the Collector's office

**II. Correspondence Diaries.**

(ii) The following should be kept for 20 years —

1 *Registers to be kept for 20 years* —Register of appeals in Revenue Judicial cases

2 Register of appeals in Revenue Executive cases

- 3 Register of Miscellaneous Appeals, Petitions and Reference
- 4 Register of rejected and returned Appeals
- 5 Register of objections in cases of execution of decrees
- 6 Register of appeals from decrees

(iii) The following registers shall be preserved for 12 years and shall then be destroyed —

1 *Registers to be kept for 12 years* — Register of miscellaneous applications relating to revenue counts

- 2 Vend registers of licensed Stamp Vendors
- 3 Register of temporary alienations of land in execution of decrees
- 4 Register of Miscellaneous appeal for orders

(iv) The following registers shall be preserved until the Govt. sanctions a new settlement and shall then be destroyed —

1 *Registers to be kept until settlement* — Jamabandi of estates under direct management

- 2 Register of transfer of shares to solvent co-shares
- 3 Registers of farmed estates
- 4 Registers of protective pattas or of certificate of exemption for a term of years from irrigated assessments
  - o Fluctuating assessment statements
- 5 Registers of files prepared in the beginning of a Settlement to determine in which villages remensurlement or revision of remeasurement should be effected
- 6 Register of cases relating to assessment of the land revenue other than assessments of resumed assignments

(v) The following registers shall be preserved for a period of six years and shall then be destroyed —

- 1 *Registers to be kept for 6 years* — Registers of execution of decrees in Revenue Court cases
- 2 Register of applications for "Taccavu"
- 3 Register of applications under the Land Alienation Act

### III Destruction of Files

2 *Destruction of file B* — File B shall be destroyed 12 months after the date on which the final order of the original authority, in cases in which there has

been no appeal or of 1  
been one or more appeals ~~for 12 years~~ — The following files shall be preserved ~~for~~  
destroyed —

3 *Destruction of file A* — ~~file or A shall be destroyed after the lapse of the~~  
period specified in the list following

4 The following files shall be preserved in perpetuity —

1 Cases of grants of waste lands in which a proprietary title is conferred  
including files of colony grants of arable lands and house sites

2 Cases decided during Settlement relating to the title of Malikana

3 Lambardari, Patelai, cases relating to appointment or dismissal of a  
headman where an heir does not succeed, and cases of reduction in the number of  
villages headmen where an heir does not succeed, and cases of reduction in the  
number of village headmen. Undisputed lambardari cases should be destroyed  
3 years after date of final order

4 The index and instrument of partition with schedule and copy of tracing  
of Shajia on partition files in which partition has been effected

5 Files about division of existing and formation of new villages

6 Files of investigation into and resumption of revenue assignments  
On revision of Settlement the files previous to the expired Settlement should be  
destroyed

7 Files of redemption of land revenue

31232

8 Files of acquisition of land for public purposes where permanently  
taken up

9 Investigations concerning the title to nazual property and proceedings  
relating to Waqi property being placed under the management of the Collector  
or the Head or Trustees of an Institution or of a Committee

10 Cases regarding the formation of an estate out of waste land

11 Files relating to villages cases

12 Proceedings for the adjustment of rents expressed in terms of the land  
revenue

13 Proceedings relating to the remission and suspension of rent

14 Applications for the ejectment of a tenant against whom a decree for  
an arrear of rent in respect of his tenancy has been passed and remain unsatisfied

16 Applications for the ejectment of a tenant against whom a notice has  
not been instituted a suit to contest his liability to be ejected but has claimed  
compensation

16 Applications for the fixing of the value of a right of occupancy.

pane Register of Miscellaneous Appeals, Petitions and Re<sup>o</sup>r<sup>t</sup> the right of occu-

18 Proceedings ~~settled and returned~~ Appeals of compensation for improvement or disturbance

19 Suits between landholder and tenant for enhancement or reduction of rent.

20 Suits between landholder and tenant for addition to or abatement of rent

21 Suits for the determination of rent or other sum on the expiration of the term of an assessment of land revenue

22 Suits by a tenant to establish a claim to a right of occupancy

23 Suits by a landholder to eject a tenant

24 Suits by a tenant for recovery of possession

25 Suits by a tenant to contest liability to ejectment

26 Suits by a landholder to set aside a transfer made of a right of occupancy

27 Any other suit between landholder and tenant arising out of the lease or conditions on which a tenancy is held

28 Suits for sums payable on account of village cesses or village expenses

29 Khatauni of grant of colony squares

30 Proceedings regarding distribution of assessment at Settlement

31 Arrangements for land or hill torrent irrigation of permanent nature

32 Files of mutation appeals

5 *Files to be kept for 35 years* — Following files and registers will be preserved for 35 complete years —

1 Acquittance Rolls and registers relating to pensionable as well as non-pensionable establishment

2 Cases of appointments, dismissals and complaints against Government servants which have resulted in a departmental enquiry into an officer's conduct or the passing of a censure

3 (a) Character Rolls should be kept until the death of the official concerned and then destroyed

(b) Service books should be destroyed five years after death or retirement, whichever is earlier.

6 *Files to be kept for 12 years*—The following files shall be preserved for 12 years and shall then be destroyed—

Serial No	Nature of case	Time when period begins to run
1 Rectification of boundaries of holding by consent	From date of final orders	
2 Ward's estates—proceedings in which the estate was declared subject to the Court of Wards, inventories of property, annual accounts appointment and removal of managers or guardians	From date when control of Court of Wards was withdrawn	
3 Assessment of ground rent	From date of preparation	
4 Partition files in which partition has been effected with the exception of the papers included in para 5	From date of final order	

7 *Files to be kept for 6 years*—The following files shall be preserved for six years and shall then be destroyed—

S No	Nature of case	Time when period begins to run
1 Revenue Court cases, namely—		
(i) Suits by a co sharer in an estate or holding for a share of the profit thereof or for a settlement of accounts	From date of final order	
(ii) Suits for the recovery of over payments of rent or land revenue or of any other demand for which a suit lies in a Revenue Court	do	
(iii) Suits by a landholder for arrears of rent or the money equivalent of rent or for sums recoverable as rent	do	
(iv) Suits by a landholder to recover moneys claimed as due for the enjoyment of rights in or over land or in water including rights of irrigation rights of pasturage and forest rights	do	
(v) Suits for sums payable on account of land revenue or of any other demand recoverable as an arrear of land revenue under any enactment for the time being in force	do	
2 Cases under Land Alienation Act		do

S No	Nature of case	Time when period begins to run
3	Recovery of arrears by attachment or annulment of assessment	From date of removal of attachment or sequestration
4	Recovery of arrears by transfer of holdings	From the date when the land is restored or the transfer becomes absolute
5	Recovery of arrears by sale of estate or of rights and interest in land or houses other than that on which the arrear accrued	From date when the sale becomes absolute
6	Applications with respect to the division or apportionment of produce	From date of final order
7	Applications for the ejectment of a tenant on whom notice of ejectment has been served and who has not instituted a suit to contest his liability to be ejected and has not claimed compensation	do
8	Applications for the determination	
(i)	of the rent payable for land occupied by crops uncut or ungathered at the time of an order being made for the ejectment of a tenant or	do
(ii)	of the value of such crops or of the sum payable to the tenant for labour and capital expended by him in preparing land for sowing	do

8. *Files to be kept for 3 years* —The following revenue files shall be preserved for three years and shall then be destroyed —

S No	Nature of case	Time when period begins to run
1	Suspensions or remissions of land revenue	From date of remission or recovery of balance
2	Recovery of cost of erection or repair or survey marks	From date of final order
3	Applications for partition when no partition has been made	do
4	Claims for division or apportionment of produce	do

S No	Nature of case	Time when period begins to run
5	Applications by tenants to deposit rent	From date of final order
6	Applications for service of notice of relinquishment	do
7	Applications for service of notice of ejection	do
8	Applications for service of notice of intended transfer or of intended foreclosure or other enforcement of lien	do
9	Refused applications for (i) exchange of square and (ii) alteration of roads in colonies	From date of receipt in record room
10	Cases regarding grant of trees from Government reserves, sale of trees and grass from Government land permission to cut trees from <i>dakhi</i> <i>bachh</i> land	- 10 -
11	Cases relating to the fulfilment of colony conditions	From the date of the order of grant of proprietary rights
12	Cases relating to unclaimed movable property and confiscation thereof	From the date of the final order
13	Cases relating to the erection of culverts and the recovery of culvert demands	do
14	Applications regarding excess collections and their refund	From date of receipt in record
15	Securities of farmers	From termination of leases or recovery of balances when due
16	Lambardari Patelai cases except those included in para 5 (3)	From date of final order
17	Muafi or Jagr cases not included under para 5	do
18	Acquisition of land for public purposes of a temporary character	When and is resorted
19	Cases relating to the Chaukidari tax or appointment dismissal of Chaukidars etc	From the date of final order
20	Treasury cases in which Vernacular proceedings have been recorded	From the death of pensioners in the case of proceedings relating to grant to life pensions

S No	Nature of case	Time when period begins to run
21	Cases of applications by Jagirdars for collection of revenue assignment through Tehsil when granted	From date of order
22	Cases of leave and complaints against Government servants except those which have resulted in a departmental enquiry into an officer's conduct and then passing of censure	From date of final order
23 <sup>1</sup>	Confiscation and auction of produce of confiscated squares in colonies	From the date of final orders
24	Distress and sale of movable property and crops	From the date of final orders
25	Wasteland grants where proprietary title is not conferred	From expiration of lease
26	Cases of unlawful cultivation of Government land	From the date of final orders
27	Suits by and against Government	From recovery and remission of any sum found due to Government or from the date of final order of the court
28	Revenue proceedings in execution of decrees of Civil or Criminal Courts for attachment sale or delivery of land	From the date when order is set aside or becomes absolute

9. *Files to be kept for one year*—The following revenue files shall be preserved for one year and shall then be destroyed—

S No	Nature of case	Time when period begins to run
1	Cases re indication of boundaries	From final order
2	Cases relating to payment of service pensions	From payment of balance
3	Papers relating to Government dues in pauper suits	From the date of recovery or remission
4	Cases relating to spoiled stamps and supply of stamp register	From the date of receipt in record room

S No	Nature of case	Time when period begins to run
5	Refused applications for—	From date of receipt in record room
	(1) making up a deficiency in grant , (2) grant of extra land , (3) grant of extra land for house sites in colonies , (4) conversion of agricultural land into abadi	
6	Pay of chainmen or flag holders and recovery of cost	From the date of final orders
7	Punishment for destruction injury or removal of survey marks	Ditto
8	Reports regarding dues in forests	From the date of final orders
9	Rejected applications including appeals regarding distribution of assessment at Settlement	Ditto
10	Repairs and construction of public offices	From the date of final adjustment of expenditure
11	Cases under the Stamp Laws—Revenue proceedings only	From the date of final order or of recovery of any sum found due to Government
12	Nazul, Waqf and Patta cases	From the date of order
13	Cases relating to collection of taccavi	From the date of remission or collection of balance
14	Cases relating to contingent expenditure except vouchers and payment orders	From the date of adjustment
15	All rejected taccavi applications, and all taccavi files after full satisfaction	From the date of last orders
16	Records of cases under Acts such as Vehicles, Cattle, Trespass Forests, etc	From the date of final orders

10 *Files to be kept for indefinite period*—The following given nos files shall be preserved for the period specified against them and shall then be destroyed—

S No	Nature of case	Period
1	Appeals and applications for revision of orders in cases not coming under previous heads	The same period as that prescribed for the original case
2	Rent roll of fixed land revenue	Until sanction of new Settlement
3	Annual business returns	Until submission of revenue report
4	Papers regarding additions to, and reductions from the rent roll	Until sanction of new Settlement
5	Attestation of security of Government servants	Until the security is returned
6	Files of protective patta or certificates of exemption for a term of years from irrigated rates of assessments, also files of reduction of assessment in consequence of loss of means of irrigation	Until sanction of the new settlement following the expiry of terms of exemption or until a register is prepared incorporating the orders, whichever period is shorter

11 Before destroying file of any proceeding care must be taken to separate and remove from the file all documents belonging to private persons or to Government as a party to the proceeding which have not been superseded by the decrees or impounded in the case in which they are produced

12 (i) When, under the above rules the papers contained in any file are destroyed a note to the effect shall be made against the entry of the case in the Goshwara

(ii) Notes made under the above instructions shall be attested by Superintendent or the official in charge records

(iii) No note need be made of the destruction of B files. Such destruction will be presumed to have been effected in accordance with the rule

13 The work of destruction shall be carried out under the direct supervision of the Superintendent or the official in charge records and shall be effected by tearing up the papers to be destroyed

14. The following registers shall be preserved for the period noted against each from the date of the last entry and shall then be destroyed —

<i>S No</i>	<i>Nature of case</i>	<i>Period</i>
1	Sahanavi's cash book	6 yrs
2	Khatauni malguzari dakhila bahu arzisals	3 yrs
3	Taccavi kust bandi	3 yrs
4	Treasurer's cash book	3 yrs
5	Tehsil stamp store register	3 yrs
6	Treasurer's counterpart of double lock stamps store register	3 yrs
7	Tahvil stamp store register	3 yrs
8	Register of payment of stamp duties and penalties on account of insufficiently stamped documents	3 yrs
9	Register of misals taken from the record room for reference	3 yrs
10	Asamiwar statements of land under direct management	3 yrs
11	Canal Khatauni's and files connected with the collections of occupier's owners rates	6 yrs
12	Copying agents registers	3 yrs
13	Register of files issued	3 yrs
14	Register showing dates fixed for hearing appeals (Judicial and Executive)	3 yrs
15	Register of files parawanias rubkars files etc despatched	3 yrs
16	Register of application for copies	3 yrs
17	Tehsil list of balances	3 yrs
18	Statements of local rates and other cesses	3 yrs
19	Return of loans granted to agriculturists	3 yrs
20	Vernacular statement of lineations of State lands	3 yrs
21	List of revenue buildings	3 yrs
22	Budget estimates under revenue heads of account	3 yrs
23	Statement showing the share of land revenue to which the Irrigation Department is entitled to take credit in its accounts	3 yrs
24	Khataunis of taccavi advances	3 yrs
25	Register of demands and collections of fluctuating and miscellaneous land revenues	3 yrs
26	Tehsil indents for stamps	1 yr
27	Vernacular statement of fines received from courts	1 yr
28	Register of contingent charges	5 yrs
29	Contingent cash book	15 yrs
30	Abstract register of receipt and disbursements	12 yrs

## APPENDIX E

*Statement showing the manner of classification of criminal cases and the period for which Criminal records, Registers, Books and Files are to be preserved as laid down in the General Rules (Criminal), 1952*

*Glasses of Records* — Record shall be classified as follows —

*Class I* — Every complaint dismissed under section 203 of the Code of Criminal Procedure, 1898

Every case compounded under the law. Every application dismissed and every miscellaneous report or proceedings, when not filed as part of the record of a regular case

Every case in which an accused person is discharged under the provision of section 259, Criminal Procedure Code (Act No V of 1898)

Every case under section 133 of the Criminal Procedure Code

Every case in which an accused person is acquitted under section 247 or 248 of the Code of Criminal Procedure

Every case under the following laws in which the offence charged is punishable with fine only or with imprisonment not exceeding one year, with or without fine

1 The Motor Vehicles Act (IV of 1939)

2 The prevention of Cruelty to Animals Act (XI of 1890) as adapted to Rajasthan

3 The Cattle Trespass Act (I of 1971) as adapted to Rajasthan

4 The Vaccination Act (XIII of 1880), as adapted to Rajasthan

5 Laws relating to stage carriages or hackney carriages

6 Laws relating to Municipalities or other Local Bodies

7 The Rajasthan Stamp Law (Adaptation) Act, 1952

*NOTE* — (1) The register of regular criminal cases should be properly maintained and should show convictions where sentences are passed

(2) Cases in which the order under the section 133 Criminal Procedure Code, is made absolute under sections 136, 137 or 140, Criminal Procedure Code, should be treated as falling in class *III*

*Class II* — Every case in which the offence charged is punishable with fine only or with imprisonment not exceeding one year with or without fine, except offences under the following Acts —

(i) The Rajasthan Public Gambling Ordinance, 1949

(ii) Laws relating to criminal tribes

(iii) Laws relating to excise

(iv) Laws relating to opium smoking

(v) Laws relating to salt

Every appeal and revision case. \*

*Class III* —All other cases including cases under section 108 of the Criminal Procedure Code

Provided that a court for reasons to be recorded in writing may order that any case or proceedings belonging to class I be treated as belonging to class II or class III or any case belonging to class II be treated as belonging to class III

94 *Destruction of papers* —The entire record in class I shall be destroyed upon the expiration of one year Part B in classes II and III shall be destroyed upon the expiration of three years reckoning from the 30th June or 31st December next ensuing after the order disposing of the case

Part A in class III shall be destroyed upon the expiration —

(a) Of ten years in a case under section 108 of the Code of Criminal Procedure, and in case tried by a court session or by a Magistrate in exercise of the powers granted to him under section 30 of the Code of Criminal Procedure except that (i) in every case that judgement or final order of the Sessions Judge or Magistrate shall be retained for 50 years, and (ii) in a case in which a conviction was under Chapter VI of Indian Penal Code, the whole of Part A shall be retained for 50 years,

*Proviso* —In case tried by Sessions Judges in which punishment awarded is more than 7 years rigorous imprisonment special order of the Sessions Judges shall be taken in each case to destroy Part A of class III after ten years

(b) of five years in other cases except that in every case the judgement or final order of the Sessions Judges or Magistrates in cases in which the offences proved is an offence punishable under Chapter XII or Chapter XVII of the Indian Penal Code with imprisonment of either description for a term of three years and upwards shall be retained for 50 years reckoning from the 31st December next ensuing after the order disposing of the case

Provided always that —

(i) If the warrant with the certificate as to the manner in which the sentence has been executed has not been filed with the record before the expiration of the period above mentioned the record shall be laid before the Court for further orders,

(ii) a Sessions Judge or District Magistrate for reasons to be recorded in writing may direct that any record or part thereof be retained permanently,

(iii) the record of case in which an accused has absconded or is a lunatic or a person has been ordered to pay maintenance shall not be destroyed until it be proved to the satisfaction of District Magistrate that such accused or other person is dead or until a period of fifty years has elapsed since the order was passed,

(iv) the records of cases of non criminal lunatics shall be destroyed upon the expiry of three years from the date the non criminal lunatic is either discharged from the hospital or is dead or from the date the application filed under section 5 of the Indian Lunacy Act (IV of 1912) is dismissed under section 10(2) of the Act

95 *Disposal of records liable to be destroyed*—As soon as may be after the 1st January 1st July of each year the records liable to be destroyed under the preceding rule shall be examined and if their time for weeding has expired shall be disposed of as follows—

(1) Confidential papers and stamps and court fees labels shall be torn to pieces and burnt in the presence of the Official in charge record notes and orders on administrative matters must be treated as confidential papers

(2) All original documents and papers forming parts of records as also certified copies of such documents and papers shall be torn across and then sold as waste papers to the best advantage

(3) Papers not covered by clauses (1) and (2) and accumulation of waste paper baskets shall be sold as waste paper without being torn at all

The sale proceeds of paper shall be credited to Government and in order to secure that the best price is being obtained inquiries should be made as to the price obtainable in the neighbouring districts

As each record is weeded a note of the fact shall be made in the list with which it was received in the record room

96 *Retention of registers and books etc*—The following books shall be retained for the periods specified against them computed from the date of the latest entries—

<i>S No</i>	<i>Description of book or register</i>	<i>Period</i>
1	Register of fines compensation deposits penalties and fees	Five Years
2	Register of requisition for records	Three years
3	Register of Records requisitioned and returned	Three years
4	Register of the records taken by the presiding officer for examination	One year
5	Inspection of registers	One year
6	Register of copies	One year
7	Stock Book of printed forms	Three years
8	General Register of correspondence files	Six years
9	Register of letters issued	Three years
10	Register of letters received	Three years
11	Register of general letters and circulars	Thirty years
12	Register of complaints	Six years
3	Register of regular Criminal cases	Fifty years

S No	Description of book or register	Period
14	Register of miscellaneous Criminal cases	Five years
15	Register of regular Criminal cases disposed of	Two years
16	Register of Makhana articles	Twelve years
17	Register of Police Reports of Offences	Six years
18	Register of miscellaneous Police Reports	Two years
19	Register of cases transferred under section 192 Criminal Procedure Code	Three years
20	Register of Criminal appeals	Three years
21	Register of Criminal appeals disposed of	Two years
22	Register of Criminal Revisions	Two years
23	Register of Criminal Revision disposed of	Two years
24	Register of Sessions Cases	Fifty years
25	Register of cases referred under section 123	Five years
26	Register of Sessions Cases disposed of	Three years
27	Register of Closed Registers	Permanently
28	Register of witnesses	Three years

97. *Retention of certain papers of more than one year*—The following papers shall be retained for the periods specified against them computed from the 31st December of the year to which they relate—

S No	Description of papers	Period of retention
1	Periodical statements and returns other than annual reports or returns and office copies of them and correspondence regarding them	Three years
2	Copies of orders forwarded under section 167 of the Code of Criminal Procedure 1898 if not filed with the record of case	Three years
3	Proceedings in respect of absconding witnesses under section 87 88 and 89 of the Code of Criminal Procedure 1898 if not filed with the record of a case	Three years
4	Invoice of consignments to the record room	Three years
5	Papers relating to contingent charges	Three years.

S.No	Description of papers	Period of retention
6	Punishment of officials after final orders have been carried out and entry made in service book	Three years
7	Certificate of transfer of charge of office	Five years
8	Annual Reports and Returns	Twenty years

98 *Retention of certain papers for a period of one year and three years*—(1) The following papers shall be retained for one year computed from the 31st December of the year in which they were written and in case of letters from the 31st December of the year in which the correspondence was closed

S.No	Description of papers
1	Application for copies if not filed with the records of the cases to which they relate and correspondence relating to them
2	Reminders
3	Correspondence relating to leave and transfers
4	Correspondence relating to the service or execution of Criminal processes and to the summoning of jurors and assessors
5	Correspondence with other departments regarding Criminal proceedings under special laws
6	Office copies of calendars of committed cases
7	Correspondence relating to questions of practice or procedure which is concluded by the publication of a rule or order of competent authority
8	Correspondence and applications regarding employment
9	Copies of judgements and statements of the results of Sessions trials (Chapter IV rule 32)

(2) The following papers shall be retained for three years computed from the 31st December of the year in which they are written and in case of letters from 31st December of the year in which the correspondence was closed

S No	Description of papers
1	Correspondence regarding books and furniture and repairs of courts
2	Indent for forms stationery or additional copies of circulars and correspondence relating thereto
3	Correspondence relating to salary travelling allowance and contingent bills

99 *Destruction of papers*—At the end of the period specified for retention, the books and papers mentioned in the three rules immediately preceding shall be destroyed in the manner prescribed in rule 85

Provided that a Sessions Judge or District Magistrate, as the case may be, may at his discretion direct the retention for a longer period or permanently of any paper which he may consider likely to be useful in the future

100 *Notice to be given before destruction of original documents*—In cases in which original documents have been filed in a Criminal record, the Sessions Judge or District Magistrate, as the case may be, shall before destroying the Record on expiration of the period of retention, give notice by post, service bearing to the parties concerned intimating to them the impending destruction of the record and calling upon them take back the original document in question. If the document is not claimed, it shall be destroyed after expiry of three months notice from the date of such notice

## APPENDIX F

*Rules regarding the destruction of Accounts Records in offices rendering Accounts to Accountant General as sanctioned in General Financial and Account Rules Appendix XII*

The destruction of records (including correspondence) connected with accounts is governed by the following rules and such other subsidiary rules consistent therewith as may hereafter be prescribed by Government in this behalf with the concurrence of the Comptroller and Auditor General of India —

(a) The following should on no account be destroyed —

Records connected with expenditure which is within the period of limitation fixed by law

Records connected with expenditure on projects schemes or works not completed although beyond the period of limitation

Records connected with claims to service and personal matters affecting persons in the service

Orders and sanctions of a permanent character until revised

(b) The following should be preserved for not less than the periods specified against them —

Description of records	Period of preservation years
1	2
Annual Establishment Returns (Books of Establishment)	35
Registers of contingent expenditure	5
Sub vouchers for sums above Rs 25/- pertaining to contingencies	3
Sub vouchers for sums of Rs 25/- or less pertaining to contingencies	3
or till the inspection by the Accountant General's Office whichever is earlier	
Detailed budget estimates of an office	5
Travelling allowance bills and acquittance rolls relating thereto	3
Service Books	5
Leave accounts of non gazetted Government servants	After death or retirement and sanction of pension whichever is earlier
Cases in which invalid pensions have been sanctioned	3 After death or retirement 2 or 3 years after the death of the pensioner

Description of records 1	Period of preser- vation years. 2
	5
Other pension cases .. .. ..	5
Statement of monthly progressive expenditure and correspondence relating to discrepancy in figures.. ..	2
Mortality returns of pensioners .. .. ..	5
Pay Bills and Acquittance Rolls, where these are maintained separately, of Government servants for whom no establishment returns are submitted or no service books or service rolls are maintained .. ..	35
Pay Bills of other classes of Government servants and Acquittance Rolls for pay and allowances (other than travelling allowance) when maintained separately (See Note 1) .. .. ..	10
Cash books other than those maintained in special forms as in P W D, Forest, etc and other connected records such as imprest cash account register of bills sent to the Accountant General for pre-audit or treasury for payment .. .. ..	10
Muster rolls .. .. ..	Such period as may be prescribed in this behalf in the departmental regulations subject to a minimum of three account years excluding the year of payment

NOTE 1.—Before any pay bills are destroyed verification of temporary and officiating service as recorded in the service books or service rolls (as the case may be) must be made.

2.—The periods of preservation of account records in the public works offices are prescribed separately by the Government.

(c) Where a minimum period after which any record may be destroyed has been prescribed, heads of departments may order in writing the destruction of such records in their own and subordinate offices on the expiry of that period counting from the last day of the latest official year covered by the record.

(d) Heads of departments are competent to sanction the destruction of such other records in their own and subordinate offices as may be considered useless, but a list of such records as properly appertain to the accounts audited by the Indian Audit and Accounts Department should be forwarded to the Accountant General for his concurrence in their destruction before the destruction is ordered by the head of the department.

(e) Full details should be maintained permanently in each office of all records destroyed from time to time.

## APPENDIX G

## LIST OF INDEX HEADS

This is a general list and many of the headings are not required in all offices. A head may be used alone or in combination with any sub heads. Any head may, if appropriate, be used as a sub head under any other sub heads. Local classification should be introduced where possible. For instance for indexing papers relating to assignments leaves, etc., of land or to encroachments after the main head 'Encroachment' etc., should come in the name of district or tehsil or village. Personal papers relating to officials should be indexed under the name of the officers concerned.

## "A"

- 1 Accidents
- 2 Accounts—General
- 3 Accounts—Adjustments
- 4 Accounts—Objections.
- 5 Advances
- 6 Acts
- 7 Acquisitions
- 8 Administrative Powers
- 9 Administration Reports
- 10 Agricultural Survey
- 11 Agricultural—Statistics
- 12 Alienations—Land
- 13 Administrative Sanctions
- 14 Allotment
- 15 Allowance Bonus
  - ," Charge
  - ," Compassionate
  - ," Conveyance
  - ," Deputation
  - ," House Rent
  - ," Personal
  - ," Travelling
- 16 Appeals
- 17 Appointments
- 18 Assesment
  - ," Land
  - ," Revenue

AUDIT

## "B"

- 19 Budgets
- 20 Bills
- 21 Board—Municipal
- 22 Board—District
- 23 Books and Publications
- 24 Books—Service
- 25 Boundary
- 26 Building Government—rented.

27 Bungalows  
 28 Burning and burial grounds

"C"

29 Canals  
 30 Cattel Census
 

" "	Diseases
" "	Mortality
" "	Pounds
" "	Shows
" "	Trespass

 31 Census  
 32 Cesses  
 33 Charitable Endowments  
 34 Circulars  
 35 Compassionate pension  
 36 Compensation  
 37 Conferences  
 38 Constructions  
 39 Contingencies  
 40 Convicts  
 41 Co operative Credit Societies  
 42 Courts of Wards (C W )
 

Paper relating to individual estates to be indexed under the names of such estates

43 Courts
 

Bench	Civil
Criminal	

 44 Criminal Appeal

"D"

45 Daconty  
 46 Dairy  
 47 Dam  
 48 Darbar  
 49 Darkhast  
 50 Deaths  
 51 Defalcations  
 52 Defamation  
 53 Delegations  
 54 Demand Collection and Balance (D C B )  
 55 Demarcation  
 56 Depressed Classes  
 57 Destruction of Records  
 58 Destruction of Wild Animals  
 59 Dismissal  
 60 Distribution List (of work)  
 61 District Boards  
 62 District Municipalities  
 63 Divisional Officers

## "E"

- 64 Elections
- 65 Electoral Rolls
- 66 Embezzlement
- 67 Encroachments
- 68 Endowments
  - Charitable
  - Religious
- 69 Epidemic Diseases
- 70 Establishments
- 71 Estates

Under this head, general orders relating to estates will be indexed  
 Individual estimates will be indexed under the heads to which  
 the individual work relates, e. g., irrigation, buildings etc

## "F"

- 72 Fairs
- 73 Family Pension
- 74 Festivals
- 75 Financial Statements
- 76 Fines (General orders, about individual orders inflicting to be indexed  
 under the personal name of the officer fined)
- 77 Finger prints
- 78 Fire
- 79 Funds —
  - Appropriation
  - Endowment
  - Expenditure
  - Re appropriation
  - Resumption of
  - Sinking
  - Surrender of
  - Transfer of
- 80 Furniture

## "G"

- 81 Gazetted Officers
- 82 General Provident Fund
- 83 Grants Discretionary
- 84 Gratuity

## "H"

- 85 Harijans
- 86 Headmen
- 87 Headquarters

## "I"

- 88 Income Tax
- 89 Indents

- 90 Industries
- 91 Inquiries
- 92 Insolvency
- 93 Invalid pension.
- 94 Irrecoverable
- 95 Irrigation (Irr.)
- 96 Jagir
- 97 Jails

"L"

- 98 Land
- 99 Land Acquisition (L A)
- 100 Land Alienation
- 101 Land Assignment
- 102 Land Attachment
- 103 Land fees
- 104 Land Encroachment
- 105 Land Improvement
- 106 Land Revenue
- 107 Land Transfer
- 108 Law and Justice
- 109 Lease
- 110 Legislative Assembly
- 111 Library
- 112 Loans
- 113 Local Funds

"M"

- 114 Maps

"O"

- 115 Objection Statement
- 116 Office Manual
- 117 Office Orders (General orders regarding their issue etc, individual orders will be indexed under their subject heads)

"P"

- 118 Patta
- 119 Pattadar
- 120 Patta Transfer
- 121 Pensions (Pens.)
- 122 Pensioners Political
- 123 Periodical Returns
- 124 Permanent Advance
- 125 Permits
- 126 Political Agitations
- 127 Political Detenues
- 128 Post Office
- 129 Pounds
- 130 Press

- 131 Press Communiqué
- 132 Process
- 133 Processions
- 134 Progress Reports
- 135 Projects
- 136 Proportionate Pensions
- 137 Provident Fund
- 138 Public Endowment
- 139 Public Servants' Inquiries
- 140 Public Works Department (P. W. D.)
- 141 Publications

**"R"**

- 142 Rainfall
- 143 Re appropriation.
- 144 Record Room
- 145 Record of Rights
- 146 Recovery of Rent of Revenue
- 147 Recruiting
- 148 Refunds
- 149 Registers
- 150 Regulations
- 151 Relief works
- 152 Religious institutions
- 153 Remissions
- 154 Remittances
- 155 Rent
- 156 Rent recovery
- 157 Resettlement
- 158 Resignation
- 159 Retirement
- 160 Returns
- 161 Revenue recovery

**"S"**

- 162 Sanitation
- 163 Scholarships
- 164 Service Books and Rolls
- 165 Settlement
- 166 Smuggling
- 167 Societies Co-operative Credit
- 168 Stamp Vendors
- 169 Stationery
- 170 Subsidy
- 171 Sub treasury
- 172 Summons Revenue
- 173 Surrender of Funds
- 174 Survey
- 175 Suspensions—(General orders on this subject. Individual cases will be indexed under the personal name of the officer concerned)

## "T"

- 176 Touring.
- 177 Transfer of Charges.
- 178 Transfer of Funds
- 179 Treasurer
- 180 Treasure trove.
- 181. Treasury.
- 182. Trees.

## "U"

- 183. Unauthorised.
- 184. Uncalimed Property.
- 185. Uniforms.

## "V"

- 186. Village Officers.

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## APPENDIX H.

## FORM No 1

## Goshwara on Revenue Basis

Date of receipt	Serial No	No of suit	Names of parties	Nature of suit
1	2	3	4	5
Date of final orders	Abstract of final orders and order on review	No of papers	Date of destruction	
6	7	8	9	
Record keeper's signature		Remarks		
10	11			

## Form No 2

## Goshwara of Criminal Basis

Date of receipt	Serial No	No in general register	No of case	Names of parties
1	2	3	4	5
Charges	Date of final order	No of papers	Date of destruction	Record Keeper's signature
6	7	8	9	10
				11

Files of appellate review or revision and execution orders shall be attached to the original file and an abstract entered in the index of that file

## APPENDIX I

## FORM NO. 1

Subject—Register of application for copy.

S No	Name and residence of applicant	Name of the court or office to which file belonged	Name and nature of case with name of parties
1	2	3	4

Date of order or record of which copy is desired	Date of presentation of application	Number of sheets used
5	6	7

Fees				Court fee stamps		
Fee due or dinary	Urgent fee	Search fee	Total	Received	Used	Returned unused
1	2	3	4	1	2	3

Date of preparation of copy	Cause of delay, if any	Name of copyist	Number of Register No. 2
10	11	12	13

Initials of Officer in Charge authorising delivery of copy with date of delivery	Remarks
14	15

## FORM NO. 2

Date	S No	Number of application in Register No. 1	Name of copyist	Number of sheets used
1	2	3	4	5

Copying fee due	How delivered whether personally or by post	Initials of officer	Remarks
6	7	8	9

## DISTRICT MANUAL, PART H

## FORM NO. 3

Subject—Register of work done by copyist

1 Date	Name	No. in register	Sheets used	Fee realized	
1	2	3	4	5	
Sum of fees due to copyist		Daily total		Initials of the officer	
6		7		8	
Total for month		_____			